

## 9.2 AP Inquiries, Queries, and Reports

### AP Inquires

#### Reviewing Voucher Information

##### Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

- Use voucher information to access payment details
- Search for vouchers by Supplier and Supplier invoice number
- Drill down to Schedule Payment Inquiry page to view the scheduled payment details for the vouchers.
- Drill down to the Voucher Payment Detail page to access detail on the payment itself.
- Drill down to the Voucher Detail Lines Display pages to view invoice and distribution line level detail for the vouchers.

#### Reviewing Posted Accounting Entries

##### Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

- Review voucher accounting entries.
- Use the *Voucher Accounting Entries* page to review the results of the *Voucher Posting Application Engine* process.

#### Reviewing Journal Detail for a GL Journal

##### Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down

- View journal detail by journal line including Voucher ID, Voucher Description, and Voucher Accounting Entries.

#### Reviewing Voucher Document Status

##### Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status

- Inquire and cross-reference related documents across the procure-to-pay business cycle.
- Provides quick access to requisitions, POs, receivers, and vouchers/payments.

#### Performing Payment Inquiry

##### Accounts Payable > Review Accounts Payable Info > Payments > Payment

- Use payment inquiry to review information such as Supplier info, payment method, payment status, and payment details.
- Payment information details can only be viewed after payments have been made and posted.

#### Reviewing Supplier Aging

##### Accounts Payable > Review Accounts Payable Info > Supplier > Aging

- Review the aging of different payments for a Supplier or a group of Suppliers.

### Reviewing Scheduled Payments on Hold

**Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payments on Hold**

- Display detailed information on vouchers that are on hold.

### Reviewing Scheduled Payment Information

**Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment**

- Review scheduled payments
- Search using Supplier ID, Supplier SetID, Remit Supplier SetID or Bank SetID.

### Reviewing Current Supplier Balances

**Accounts Payable > Review Accounts Payable Info > Supplier > Current Balance**

- Review the current payables balance for a Supplier or a group of Suppliers.

## AP Queries

To access a BOR predefined query:

**Query Viewer:** Main Menu > Reporting Tools > Query > Query Viewer

**Query Manager:** Main Menu > Reporting Tools > Query > Query Manager

Enter the **Query Name** in the “begins with” field. Click **Search**.

Query Name	Description	Parameters
<b>BOR_AP_1099_ADJUST</b>  1099 Manual Balance Adjustments	<ul style="list-style-type: none"> <li>• Lists all adjustments entered for the selected calendar year.</li> <li>• Run this query prior to making adjustments for the current 1099 processing year and then after adjustments to compare the results and verify the adjustments were correctly made.</li> </ul>	<ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Business Unit</li> </ul>
<b>BOR_AP_1099_DSL_PREPORTABLE</b>  Reptble Disc Lost	<ul style="list-style-type: none"> <li>• Identifies any discounts lost related to items listed in the BORRU010-1099 Reportable Transactions report.</li> </ul>	<ul style="list-style-type: none"> <li>• Business Unit</li> </ul>
<b>BOR_AP_1099_JE</b>	<ul style="list-style-type: none"> <li>• Lists entries entered outside of AP or as an online journal entry, which were posted during the selected calendar year to the “typically” reportable accounts (719XXX, 7278XX and 751XXX).</li> </ul>	<ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Business Unit</li> </ul>

<b>BOR_AP_1099_MISMATCHED</b>	<ul style="list-style-type: none"> <li>• 1099 Mismatched transactions</li> </ul>	<ul style="list-style-type: none"> <li>• From Date</li> <li>• To Date</li> <li>• SetID</li> </ul>
<b>BOR_AP_1099_MISSING_WH_CD</b> Vouchers with Missing WH Code	<ul style="list-style-type: none"> <li>• Provides a list of vouchers that are marked as Withholding, but the Withholding Code in the Voucher is blank</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>BOR_AP_1099_NONRPT_CONSISTENT</b> Not 1099 Rprd but Consistent	<ul style="list-style-type: none"> <li>• Provides a listing of transactions where:               <ul style="list-style-type: none"> <li>➤ The related voucher line was charged to a typically reportable account; OR,</li> <li>➤ The supplier is marked as withholding but the associated vouchers are not; OR,</li> <li>➤ The vouchers are charged to typically reportable accounts where neither the supplier nor the voucher is marked as Withholding; AND</li> <li>➤ The supplier is assigned to the “S” (SSN) Classification; AND,</li> <li>➤ The transaction will not be included in 1099 Processing, as currently established.</li> </ul> </li> <li>• Transactions appearing in this query will not be reported unless the supplier/vouchers are marked as Withholding.</li> </ul>	<ul style="list-style-type: none"> <li>• From Date</li> <li>• To Date</li> <li>• Business Unit</li> </ul>
<b>BOR_AP_1099_PMTS</b>	<ul style="list-style-type: none"> <li>• Provides a list of all 1099 reportable payments where both the supplier and voucher have been marked as reportable.</li> <li>• Includes Supplier, Voucher and Payment ID.</li> </ul>	<ul style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Business Unit</li> </ul>
<b>BOR_AP_1099_SUPPLIERS</b>	<ul style="list-style-type: none"> <li>• AP 1099 Suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Supplier Status</li> </ul>
<b>BOR_AP_1099_SND_DTL_TOT</b> 1099 Wthd to Snd Detail Totals	<ul style="list-style-type: none"> <li>• Lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS.</li> </ul>	<ul style="list-style-type: none"> <li>• 1099 Year</li> <li>• Business Unit</li> </ul>
<b>BOR_AP_DUE</b> AP Scheduled thru Selected Dt	<ul style="list-style-type: none"> <li>• Lists any vouchers not yet paid and due on or before the operator-specified Pay thru Date.</li> <li>• Can be used to determine</li> </ul>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Pay Thru Date</li> <li>• Method</li> </ul>

	<p>vouchers eligible for payment or to assist troubleshooting when a voucher is not selected for payment.</p> <ul style="list-style-type: none"> <li>9.2 includes approval status field.</li> </ul>	
<b>BOR_AP_OPEN_LIAB</b>  Net AP Liabilities	<ul style="list-style-type: none"> <li>One of three queries that can be used together to provide the ending outstanding AP balances by Supplier, including any Fiscal Year beginning balances.</li> </ul>	<ul style="list-style-type: none"> <li>GLBusiness Unit</li> <li>As of Fiscal Year</li> <li>As of Accounting Period</li> </ul>
<b>BOR_AP_OPEN_LIAB_CK_FIGURES</b>  Check Figures 211000	<ul style="list-style-type: none"> <li>One of three queries that can be used together to provide the ending outstanding AP balances by Supplier, including any Fiscal Year beginning balances</li> <li>Lists Accounts Payable ledger balances and provides independent subtotals for AP journals and “other” journals to that account for the specified periods.</li> </ul>	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Fiscal Year</li> <li>Thru Accounting Period</li> </ul>
<b>BOR_AP_OPEN_LIAB_MISC_JE</b>  Non-AP journals posted to 21000	<ul style="list-style-type: none"> <li>One of three queries that can be used together to provide the ending outstanding AP balances by Supplier, including any Fiscal Year beginning balances.</li> <li>Lists any journal entries posted to the AP 211000 account where the source was not AP, and therefore will not appear on the BOR_AP_OPEN_LIAB query.</li> </ul>	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Year</li> <li>Period</li> </ul>
<b>BOR_PAYCYCLES_NOT_COMPLETED</b>  Pay Cycles not Completed	<ul style="list-style-type: none"> <li>Provides a list of all Pay Cycles not completed for a specified Business Unit.</li> </ul>	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_REMIT_SUPPLIER</b>  Remit Supplier/Invoice Supplier	<ul style="list-style-type: none"> <li>Lists any payments dated within the specified date range where the Remittance Supplier is different from the Voucher Supplier</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Payment Date</li> <li>Ending Payment Date</li> </ul>
<b>BOR_AP_RESTART</b>  Pay Cycles Restart Status	<ul style="list-style-type: none"> <li>Lists the last cycle used to produce a given payment</li> <li>Can be used to determine the last Restart used for a payment if it needs to be restarted again</li> </ul>	<ul style="list-style-type: none"> <li>Pay Cycle</li> <li>From Run Dt</li> <li>To Run Dt</li> </ul>

<b>BOR_AP_STAGED_INVOICES</b>	<ul style="list-style-type: none"> <li>Lists invoices staged to be sources by Voucher Source</li> </ul>	<ul style="list-style-type: none"> <li>Voucher Source</li> </ul>
<b>BOR_AP_UNPOSTED_PYMNTS</b>  Unposted Payments	<ul style="list-style-type: none"> <li>List of payments that need to be posted</li> <li>Payments that have previously been posted and are voided/stopped may be listed since they will require posting of the cancellation</li> </ul>	<ul style="list-style-type: none"> <li>Bank SetID</li> </ul>
<b>BOR_AP_UNPOSTED_VCHR</b>  Unposted Vouchers Expanded Info	<ul style="list-style-type: none"> <li>List of all vouchers that need to be posted.</li> <li>If a voucher is closed, the voucher will be listed since it will require posting of the closure</li> </ul>	<ul style="list-style-type: none"> <li>Bank SetID</li> </ul>
<b>BOR_AP_VCHR_BLD_BY_SOURCE</b>	<ul style="list-style-type: none"> <li>Voucher build details by source and date range</li> </ul>	<ul style="list-style-type: none"> <li>Unit</li> <li>Voucher Source</li> <li>From Date</li> <li>To Date</li> </ul>
<b>BOR_AP_VCHR_BLD_ERRORS</b>	<ul style="list-style-type: none"> <li>List of Voucher Build Errors by Business Unit</li> </ul>	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>BOR_AP_SUPPLIER_PRENOTE_STATUS</b>	<ul style="list-style-type: none"> <li>List of ACH/EFT Prenotes not confirmed</li> </ul>	<ul style="list-style-type: none"> <li>SetID</li> </ul>
<b>BOR_BC_PENDING</b>  Transaction pending budget check	<ul style="list-style-type: none"> <li>Returns the transactions that have not been budget checked or that have a budget checking error</li> </ul>	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Source</li> <li>Transaction Type</li> </ul>
<b>BOR_BR_AP_CANCEL_CUR</b>	<ul style="list-style-type: none"> <li>Current Period Cancel Current Checks</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Date</li> <li>Ending Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
<b>BOR_BR_AP_CANCEL_PRIOR</b>	<ul style="list-style-type: none"> <li>Current Period Cancel Prior Checks</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Date</li> <li>Ending Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
<b>BOR_BR_AP_EX_OSCK</b>	<ul style="list-style-type: none"> <li>Outstanding Check List</li> <li>Includes Expenses</li> </ul>	<ul style="list-style-type: none"> <li>As of Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
<b>BOR_BR_AP_ISSUE</b>	<ul style="list-style-type: none"> <li>Current Period Bank Recon Issues</li> <li>Includes Unposted transactions</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Date</li> <li>Ending Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
<b>BOR_BR_AP_NOTINGL</b>	<ul style="list-style-type: none"> <li>AP Entries Not in GL</li> </ul>	<ul style="list-style-type: none"> <li>End Date</li> </ul>
<b>BOR_BR_AP_OSCK_ASOFDATE</b>	<ul style="list-style-type: none"> <li>Outstanding Check List</li> </ul>	<ul style="list-style-type: none"> <li>As of Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
<b>BOR_BR_AP_RECON</b>	<ul style="list-style-type: none"> <li>System AP Items Reconciled</li> </ul>	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Statement ID</li> </ul>

		<ul style="list-style-type: none"> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_AP_RECON_B4ACCDT</b>	<ul style="list-style-type: none"> <li>• Checks Cleared Period Before Recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Statement ID</li> <li>• End Date of Accounting Period</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_EX_CANCEL_CUR</b>	<ul style="list-style-type: none"> <li>• Current Period Cancel Current Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning Date</li> <li>• Ending Date</li> <li>• Bank Code</li> <li>• Bank Account</li> </ul>
<b>BOR_BR_EX_NOTINGL</b>	<ul style="list-style-type: none"> <li>• EX Entries not in GL</li> </ul>	<ul style="list-style-type: none"> <li>• Business Unit</li> </ul>
<b>BOR_BR_GLC_BNR</b>	<ul style="list-style-type: none"> <li>• Banner Journals to Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<b>BOR_BR_GLC_OTHER</b>	<ul style="list-style-type: none"> <li>• All Other Journals to Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<b>BOR_BR_GLCAP</b>	<ul style="list-style-type: none"> <li>• AP Journals to Cash for Period</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>
<b>BOR_BR_GLCEX</b>	<ul style="list-style-type: none"> <li>• EX Journals to Cash for Period</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Period</li> <li>• Fiscal Year</li> </ul>

## AP Reports

Reports can be viewed in either the Report Manager or the Process Monitor. When running a report, you can select how you want the report to be displayed, e.g. HTML, PDF. You can also choose to run your report to the Web or to a separate window.

### Reconciliation Reports

Report Name	Description	Navigation	Parameters
<b>Payables Open Liability Reconciliation Detail</b>  APX1405 AP.070.050	<ul style="list-style-type: none"> <li>• Shows all accounting activity for AP transactions for each voucher</li> <li>• Use report to validate the AP Open Liability balance to the GL</li> </ul>	Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Detail AP/GL Open Liability (APX1405)	<ul style="list-style-type: none"> <li>• Request ID</li> <li>• As of Date</li> <li>• Business Unit</li> </ul>

<b>Summary AP/GL Open Liability Account Reconciliation</b>  APX1400 AP.070.045	<ul style="list-style-type: none"> <li>Compares the AP Open Liability balance to the GL Open Liability balance</li> </ul>	Accounts Payable, Reports, Vouchers Reconciliation, Open Liability Reconciliation, Summary AP/GL Open Liability (APX1400)	<ul style="list-style-type: none"> <li>Request ID</li> <li>As of Date</li> <li>Business Unit Option</li> </ul>
<b>AP/GL Account Reconciliation</b>  APX1420 AP.070.065	<ul style="list-style-type: none"> <li>Lists account totals by Journal ID and Account</li> </ul>	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Account Recon Request	<ul style="list-style-type: none"> <li>Request ID</li> <li>Description</li> <li>Process Fluency</li> <li>Business Unit</li> <li>Ledger</li> <li>Account</li> <li>Accounting Period</li> <li>Fiscal Year</li> </ul>
<b>AP/GL Journal Reconciliation Report</b>  APX1410 AP.070.065	<ul style="list-style-type: none"> <li>Lists totals by journal line and journal ID</li> </ul>	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Journal Recon Request	<ul style="list-style-type: none"> <li>Request ID</li> <li>Description</li> <li>Process Fluency</li> <li>Business Unit</li> <li>Ledger</li> <li>Report Option</li> <li>Account</li> <li>Journal ID</li> <li>Journal Date</li> <li>Accounting Period</li> <li>Fiscal Year</li> </ul>
<b>Payables Open Liability Report</b>  APX1406 AP.070.055	<ul style="list-style-type: none"> <li>Lists all open liability by business unit</li> </ul>	Accounts Payable, Reports, Voucher, Reconciliation, Payables Open Liability	<ul style="list-style-type: none"> <li>As of Date</li> <li>As of Date Type</li> <li>Business Unit Option</li> <li>Supplier Select Option</li> <li>Currency Options</li> <li>Report Supplier By</li> <li>Report Group By</li> <li>Detail or Summary</li> </ul>
<b>Supplier Liability Aging Data Report</b>  APX1408 AP.070.060	<ul style="list-style-type: none"> <li>Lists all vouchers that have not been paid by the "As of Date"</li> <li>Can run either summary or detail format</li> <li>Excludes vouchers that are in the Recycled status and categorized</li> </ul>	Accounts Payable, Reports, Voucher Reconciliation, Supplier Liability Aging	<ul style="list-style-type: none"> <li>As of Date</li> <li>As of Date Type</li> <li>Business Unit Option</li> <li>Supplier Select Option</li> <li>Currency Options</li> <li>Report Supplier By</li> <li>Report Group by</li> <li>Detail or Summary</li> </ul>

	scheduled payments on hold or on hold for withholding		
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## Supplier Reports

Report Name	Description	Navigation	Parameters
<b>Duplicate Suppliers Report</b>  APX3215 AP.070.125	<ul style="list-style-type: none"> <li>Shows potential duplicate Suppliers</li> <li>Identifies 1099 Withholding Suppliers that may require adjustments to combine withholding totals for Suppliers with duplicate TINs</li> </ul>	Suppliers, Supplier Information, Maintain, Duplicate Supplier Report	<ul style="list-style-type: none"> <li>Request ID</li> <li>Description</li> <li>Process Frequency</li> <li>SetID</li> <li>Withholding</li> <li>Supplier</li> <li>Voucher Payment</li> </ul>
<b>AP History Report</b>  BORRY007 AP.070.130	<ul style="list-style-type: none"> <li>Provides all AP expenditures for a selected account and/or department range for a specified date range</li> <li>Can be run for a selected voucher; if paid, payment information is also provided</li> </ul>	BOR Menus, BOR Accounts Payable, BOR AP Reports, AP History Report	<ul style="list-style-type: none"> <li>Date From</li> <li>Date To</li> <li>From Account</li> <li>To Account</li> <li>From Department</li> <li>To Department</li> <li>Fund Code</li> <li>Program Code</li> <li>Project</li> <li>Budget Ref</li> <li>Voucher ID</li> </ul>
<b>Payment History By Supplier</b>  APX2000	<ul style="list-style-type: none"> <li>Provides history of payments to specified supplier based on date range criteria</li> </ul>	Accounts Payable, Reports, Supplier, Payment History by Supplier	<ul style="list-style-type: none"> <li>From Date</li> <li>Through Date</li> <li>Detail or Summary</li> <li>Remit SetID</li> <li>Remit Supplier</li> </ul>
<b>Payment Aging By Supplier</b>  APX2025	<ul style="list-style-type: none"> <li>Displays payment information for a supplier by due date/month</li> </ul>	Accounts Payable, Reports, Supplier, Payment Aging by Supplier	<ul style="list-style-type: none"> <li>SetID</li> <li>Supplier Select</li> <li>Payment Method</li> <li>Detail/Summary</li> <li>Currency</li> </ul>
<b>Supplier Detail Report</b>  APX3000	<ul style="list-style-type: none"> <li>Provides Supplier Detail Information based on specified date criteria</li> </ul>	Accounts Payable, Reports, Supplier, Supplier Detail	<ul style="list-style-type: none"> <li>SetID</li> <li>As of Date</li> <li>Supplier Status</li> </ul>
<b>Supplier Summary</b>	<ul style="list-style-type: none"> <li>Provides Supplier</li> </ul>	Accounts Payable,	<ul style="list-style-type: none"> <li>SetID</li> </ul>



<b>Listing Report</b>  APX3001	Information based on specified Supplier Status <ul style="list-style-type: none"> <li>Includes Supplier ID, withholding flag</li> </ul>	Reports, Supplier, Supplier Summary	<ul style="list-style-type: none"> <li>Supplier Status</li> </ul>
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## Voucher Reports

Report Name	Description	Navigation	Parameters
<b>Voucher Activity Report</b>  APX8001 AP.070.005	<ul style="list-style-type: none"> <li>Lists voucher activity meeting the selected criteria</li> </ul>	Accounts Payable, Reports, Vouchers, Voucher Activity	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Account</li> <li>Department</li> <li>Remaining Amount</li> <li>Due Date</li> <li>Acct Date Range</li> <li>Agency Location</li> <li>Fund</li> <li>Program</li> <li>Class</li> <li>Project</li> <li>Budget Reference</li> </ul>
<b>List of Voucher Origins Report</b>  APX0000 AP.070.010	<ul style="list-style-type: none"> <li>List the voucher origin options by SetID</li> </ul>	Set Up Financials /Supply Chain, Product Related, Procurement Options, Reports, Voucher Origin	<ul style="list-style-type: none"> <li>SetID</li> <li>As of Date</li> </ul>
<b>Voucher Register Report</b>  APX1010 AP.070.020	<ul style="list-style-type: none"> <li>Lists voucher by business unit, date entered, and voucher ID</li> </ul>	Accounts Payable, Reports, Vouchers, Voucher Register	<ul style="list-style-type: none"> <li>Business Unit</li> <li>From Date</li> <li>Through Date</li> <li>Print Options</li> </ul>
<b>Control Group Register Report</b>  APX1011 AP.070.025	<ul style="list-style-type: none"> <li>Lists vouchers entered into Payables by business unit, control group ID, date entered and Voucher ID</li> <li>For each Business Unit and Control Group ID combination, report lists all the vouchers that meet these</li> </ul>	Accounts Payable, Reports, Vouchers, Control Group Register	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Group</li> <li>Print Options</li> </ul>

	criteria by their Date Entered		
<b>Match Exception Report</b>  APX1090 AP.070.035	<ul style="list-style-type: none"> <li>Lists the match exceptions with voucher data, purchase order date, receiver data and match error information</li> </ul>	Accounts Payable, Reports, Vouchers, Match Exceptions	<ul style="list-style-type: none"> <li>Business Unit</li> </ul>
<b>Outstanding Balance by Supplier Report</b>  APX3020 AP.070.120	<ul style="list-style-type: none"> <li>Shows the outstanding balance for a supplier or range of suppliers</li> </ul>	Accounts Payable, Reports, Supplier, Supplier Balance	<ul style="list-style-type: none"> <li>Supplier SetID</li> <li>Supplier ID</li> </ul>
<b>Voucher Listing By Chartfield</b>  APSX8003	<ul style="list-style-type: none"> <li>Provides List of Vouchers for a specified list of accounts and departments</li> <li>Users can include Fund, Program, Class, Project and Budget Ref information to filter the report details as needed.</li> </ul>	Accounts Payable, Reports, Vouchers, Voucher Listing By Chartfield	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Account</li> <li>Department</li> <li>Accounting Date From</li> <li>Accounting Date To</li> <li>Agency Location</li> <li>Fund</li> <li>Program</li> <li>Class Project</li> <li>Bud Ref</li> </ul>
<b>Posted Voucher Listing</b>  APX1020	<ul style="list-style-type: none"> <li>Provides list of vouchers and details with totals for a particular time frame</li> <li>Grouped by Supplier and Voucher</li> </ul>	Accounts Payable, Reports, Vouchers, Posted Vouchers	<ul style="list-style-type: none"> <li>Business Unit</li> <li>From Date</li> <li>Through Date</li> <li>Supplier Select</li> </ul>
<b>Unapproved SBI by Supplier</b>  APX1080	<ul style="list-style-type: none"> <li>List of Unapproved Self Billed Invoices by Supplier for a specified date range</li> </ul>	Accounts Payable, Reports, Vouchers, Unapproved SBIs by Suppliers	<ul style="list-style-type: none"> <li>Supplier Select Option</li> <li>Supplier</li> <li>From Date</li> <li>Through Date</li> </ul>

## Payment Reports

Report Name	Description	Navigation	Parameters
<b>Detailed (Summary) Check Register</b>	<ul style="list-style-type: none"> <li>Provides a register of payments by Pay</li> </ul>	Accounts Payable, Reports, Payments, Payment History by	<ul style="list-style-type: none"> <li>Pay Cycle</li> <li>Payment Method</li> </ul>

APX2001 AP.070.080	Cycle, run date, and payment method <ul style="list-style-type: none"> <li>Can generate either a Detail or a Summary version</li> </ul>	Payment	<ul style="list-style-type: none"> <li>From Date</li> <li>Through Date</li> <li>Print Options</li> </ul>
<b>Detail (Summary) Payment History by Bank</b>  APX2004 AP.070.085	<ul style="list-style-type: none"> <li>Provides a register of payments for a bank</li> <li>Can generate either a detail or summary version</li> </ul>	Accounts Payable, Reports, Payments, Payment History by Bank	<ul style="list-style-type: none"> <li>Bank SetID</li> <li>Bank Code</li> <li>From Date</li> <li>Through Date</li> <li>Print Options</li> </ul>
<b>Payment Forecast Report</b>  APX2040 AP.070.095	<ul style="list-style-type: none"> <li>Provides payment forecasting, which enables you to view expected cash disbursements</li> <li>First must define the forecast cycle and then run the report</li> </ul>	Accounts Payable, Reports, Forecast, Forecast Cycle  Accounts Payable, Reports, Forecast, Forecast Report Request	<ul style="list-style-type: none"> <li>Pay From Date</li> <li>Pay Through Date</li> <li>Bank SetID</li> <li>Bank Code</li> <li>Bank Account</li> <li>Selections</li> <li>Payment Forecast Cycle ID</li> <li>Business Unit</li> <li>Supplier SetID</li> <li>Supplier ID</li> <li>Payment Method</li> </ul>
<b>Trial Payment Register</b>  APX2030 AP.070.090	<ul style="list-style-type: none"> <li>Provides a printable summary of payments by bank account, after payment selection and creation</li> <li>If you require pay cycle approval, this report should be reviewed prior to approving the pay cycle</li> </ul>	Accounts Payable, Reports, Payments, Trial Register	<ul style="list-style-type: none"> <li>Pay Cycle</li> </ul>
<b>Payment History by Payment Method</b>  APX2050 AP.070.100	<ul style="list-style-type: none"> <li>Provides a history of payments by payment method</li> <li>Can generate either a detail or summary version</li> </ul>	Accounts Payable, Reports, Payments, Payment History by Pay Method	<ul style="list-style-type: none"> <li>SetID</li> <li>Run Option</li> <li>Payment Method</li> <li>Due DateRange</li> <li>Detail/Summary</li> <li>Currency</li> </ul>
<b>Supplier Payment History Report</b>  BORRY002	<ul style="list-style-type: none"> <li>Provides a register of payment for a supplier</li> <li>Can be run for a</li> </ul>	BOR Menu, BOR Accounts Payable, BOR AP Reports, Supplier Payment History	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Remit Supplier</li> <li>From Date</li> <li>To Date</li> </ul>

	single supplier or leave Remit Supplier field blank for all suppliers		
<b>File Copy Report</b> APX2021X1	<ul style="list-style-type: none"> <li>Provides a list of payments for a Check Pay Cycle</li> <li>Includes DLY, BNR, XCHK pay cycle</li> </ul>	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager	•
<b>Remittance Advice Report</b> APX2027	<ul style="list-style-type: none"> <li>Provides a list of payments for an ACH or EFT Pay Cycle</li> <li>Includes ACH, EFT, BNR EFT and Expenses EFT pay cycles</li> </ul>	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager	•
<b>Schedule Register Report</b> APX2031	<ul style="list-style-type: none"> <li>Displays schedule total by payment due date</li> </ul>	Accounts Payable, Reports, Payments, Schedule Register	• Pay Cycle
<b>Payment Aging By Bank</b> APX2051	<ul style="list-style-type: none"> <li>Displays payment information by Bank by Due Date/Month</li> </ul>	Accounts Payable, Reports, Payments, Payment Aging By Bank	<ul style="list-style-type: none"> <li>SetID</li> <li>Run Option</li> <li>Payment Method</li> <li>Detail/Summary</li> <li>Currency</li> </ul>

### Miscellaneous Reports

Report Name	Description	Navigation	Parameters
<b>Business Unit Options</b> APX0011 AP.070.015	<ul style="list-style-type: none"> <li>Lists the Payables Business Unit options by SetID</li> </ul>	Set Up Financials/ Supply Chain, Business Unit Related, Reports, Payables Options	<ul style="list-style-type: none"> <li>SetID</li> <li>As of Date</li> </ul>
<b>Bank Statement Register Report</b> FSX3000	<ul style="list-style-type: none"> <li>Displays bank reconciliation statement details including Payment ID and Reconciliation Status</li> </ul>	Banking, Bank Statements, Review Bank Statements	<ul style="list-style-type: none"> <li>SetID</li> <li>Bank ID</li> <li>Account #</li> <li>Statement ID</li> <li>Trans Code</li> <li>From Date</li> <li>Thru Date</li> </ul>

## 1099 Reports

Report Name	Description	Navigation	Parameters
<b>Withholding Rules Report</b>  APX7010 AP.070.170	<ul style="list-style-type: none"> <li>Shows the information entered on the Withholding Rule page</li> </ul>	Set Up Financials/ Supply Chain, Product Related, Procurement Options, Withholding, Rules Report	<ul style="list-style-type: none"> <li>As of Date</li> </ul>
<b>Withholding Types Report</b>  APX7020 AP.070.175	<ul style="list-style-type: none"> <li>Shows the information on the Withholding Type page</li> </ul>	Set Up Financials/ Supply Chain, Product Related, Procurement Options, Withholding Types Report	<ul style="list-style-type: none"> <li>None required</li> </ul>
<b>Withholding Entities Report</b>  APX7030 AP.070.180	<ul style="list-style-type: none"> <li>Shows the information from the Entity page</li> </ul>	Set Up Financials/ Supply Chain, Product Related, Procurement Options, Withholding, Entities Report	<ul style="list-style-type: none"> <li>As of Date</li> </ul>
<b>Withholding Codes Report</b>  APX7040 AP.070.185	<ul style="list-style-type: none"> <li>Shows the information entered on the Withholding Code page</li> </ul>	Set Up Financials/ Supply Chain, Product Related, Procurement Options, Withholding, General Reports, Withhold Control Report	<ul style="list-style-type: none"> <li>SetID</li> </ul>
<b>Supplier Withholding Balances Control Report</b>  APX3012 AP.070.115	<ul style="list-style-type: none"> <li>Lists withholding activity for internal audits</li> <li>Run this report on a regular basis to check the withholding summaries</li> </ul>	Suppliers, 1099/ Global Withholding, General Reports, Withhold Control Report	<ul style="list-style-type: none"> <li>SetID</li> <li>Control ID</li> <li>From Date</li> <li>Through Date</li> </ul>
<b>Withholding Mismatch Report</b>  APX9010 AP.070.200	<ul style="list-style-type: none"> <li>Identifies all voucher lines on which the withholding applicable flag does not match the withholding applicable flag on the supplier</li> </ul>	Suppliers, 1099/ Global Withholding, General Reports, Wthd Voucher/ Supplier Mismatch	<ul style="list-style-type: none"> <li>Request ID</li> <li>Business Unit</li> <li>Supplier SetID</li> <li>Supplier ID</li> <li>Start Date</li> <li>End Date</li> </ul>
<b>1099 Reportable Transactions Report</b>  BORRY010 AP.070.300	<ul style="list-style-type: none"> <li>Shows all 1099 reportable transactions, including adjustments</li> <li>Compares the calculated amounts to the actual reported amounts</li> </ul>	BOR Menus, BOR Accounts Payable, BOR AP Reports, 1099 Reportable Transactions	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Calendar Year</li> <li>From SSN</li> <li>To SSN</li> </ul>

<p><b>1099 Withholding to Send Detail Report</b></p> <p>APX8056 AP.070.195</p>	<ul style="list-style-type: none"> <li>• Lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS</li> <li>• Run BOR_AP_1099_SND_DTL_TOT query after running this report to obtain the totals</li> </ul>	<p>Suppliers, 1099 / Global Withholding, 1099 Reports, 1099 to Send Detail</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Control ID</li> <li>• Fiscal Year</li> </ul>
<p><b>1099-MISC Copy B Report</b></p> <p>APX1099 AP.070.040</p>	<ul style="list-style-type: none"> <li>• 1099 Copy B forms to send to your 1099 Suppliers</li> </ul>	<p>Suppliers, 1099/ Global Withholding, 1099 Reports, Print 1099 Copy B</p>	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Control ID</li> <li>• Withhold Type</li> <li>• Supplier Select</li> <li>• Sort Options</li> </ul>